

## **Platting**

Platting is a tool used to implement the City's Comprehensive Plan and encourage sound growth within the community. Platting, or the subdivision of land, ultimately becomes a public responsibility because infrastructure must be maintained and public services provided. For this reason, the City regulates platting to ensure compliance with the Thoroughfare Plan, planning policies, and adequate extension of infrastructure. Chapter 212 of the Local Government Code sets forth subdivision enabling legislation for Texas cities.

The City of College Station, therefore, has adopted minimum standards in the Subdivision Regulations with the intent to:

- Encourage the growth of the City in an orderly manner while protecting the public health, safety and welfare;
- Ensure that street, water, and wastewater systems are of a safe design and construction, streets are adequately sized to accommodate the maneuvering of emergency vehicles, and the future property owner is guaranteed a parcel with facilities suited to its intended use;
- Provide adequate public open spaces, utility services, public facilities, and proper arrangement of roads in relation to the City of College Station Comprehensive Plan;
- Provide economy in governmental expenditure and ensure an equitable allocation of public improvement costs between residents and the taxpayers of the City as a whole;
- Ensure that proper land surveys and records of land titles are prepared and recorded; and
- Encourage coordination of land development with orderly physical patterns in accordance with policies adopted by the City Council.

A Plat is required when any of the following occur:

- The division of land (for any purpose) into two or more parcels;
- Development on a parcel not previously legally platted; or
- Development that involves the construction of any public improvements that are to be dedicated to the City.

If a property has not been platted, meaning a final plat has not been approved or designated by the City and filed for record with the County, or if any of the standards have not been complied with in full, the City of College Station will not:

- Issue building, repair, plumbing or electrical permits for any structure on that property;
- Repair, maintain, install or provide any streets or public utilities or services on that property;
- Sell or supply water, electricity or sewer service to that property.

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## General Platting Procedures

### Types of Plats in College Station

**Master Plans** are required for subdivisions that are to be developed in more than one phase and containing more than 50 acres of land or more than 100 residential lots.

**Development Plats** are required for property that is exempt from Final Platting.

**Minor Plats** are required when the subdivision has 4 lots or fewer and does not require easements or extension of public facilities.

**Amending Plats** are required in order to correct errors or adjust lot lines on a previously approved plat. No new lots may be created by an Amending Plat.

**Preliminary Plats** are required prior to development of any property that is not exempt from the platting requirements. A Preliminary Plat must comply with the approved Master Plan, if applicable, and must be approved prior to filing for Final Plat approval.

**Final Plats** are required for the final subdivision of land. Final Plats are the formal maps that are filed with the County for the sale of land.

**Replats** are required when property is already legally platted and further subdivision is desired.

### Filing of Plat and Application

- All required items must be submitted to the Planning & Development Services Department for Staff review. Project filing deadlines are found on page 63. A determination of application completeness is conducted by Staff within five (5) working days. Applicants whose submittal is deemed incomplete are notified and alerted to deficiencies in their application. Submission of supplemental material to complete an application must be made before any further review.
- The date of formal filing for a Plat is the date on which the applicant submits a Plat that meets ***all of the terms and conditions of the UDO and Subdivision Regulations*** or has filed a variance request for sections from which the plat deviates. All plats must also be in compliance with any approved Master Plan submitted for the property and the City's Comprehensive Plan. Any plat application that does not meet these requirements will not be considered formally filed, or scheduled for Planning & Zoning Commission approval, until the plat meets the conditions of the UDO and Subdivision Regulations, or files for a variance.
- Once a plat meets the requirements for a formal filing, the City will schedule the applicable reviews by the Administrator and/or the Planning & Zoning Commission. The Texas Local Government Code provides very specific timeframes for decisions on plats, and as such, requires municipalities to act on a plat within 30 days after formal filing. During these 30 days, the City will act upon a complete, formally filed plat application.
- Approved Final Plats will be recorded with the County only after all infrastructure has been built and approved, or, bonded for by the applicant (p. 34).

### Platting in Planned Development Districts (PDD and P-MUD)

If the subject property is zoned as a Planned Development District (PDD) or Planned Mixed-Use District (P-MUD), the Design Review Board may approve a Concept Plan that provides for general changes to the site development standards. The general modifications must be indicated on the approved Concept Plan. The specific standards for the subject property will be set, in compliance with the general modifications made at the time of the Concept Plan, by the Administrator at the time the plat is approved.

## Platting in the ETJ

Property located within the extraterritorial jurisdiction of the City must first be approved by the City and then by the Brazos County Commissioners Court. For platting in the ETJ, the City and County work jointly to regulate platting and conduct joint reviews as necessary.

## Variance to the Subdivision Regulation Requirements

The Planning & Zoning Commission considers variances to the Subdivision Regulations, prior to or concurrent with the platting process.

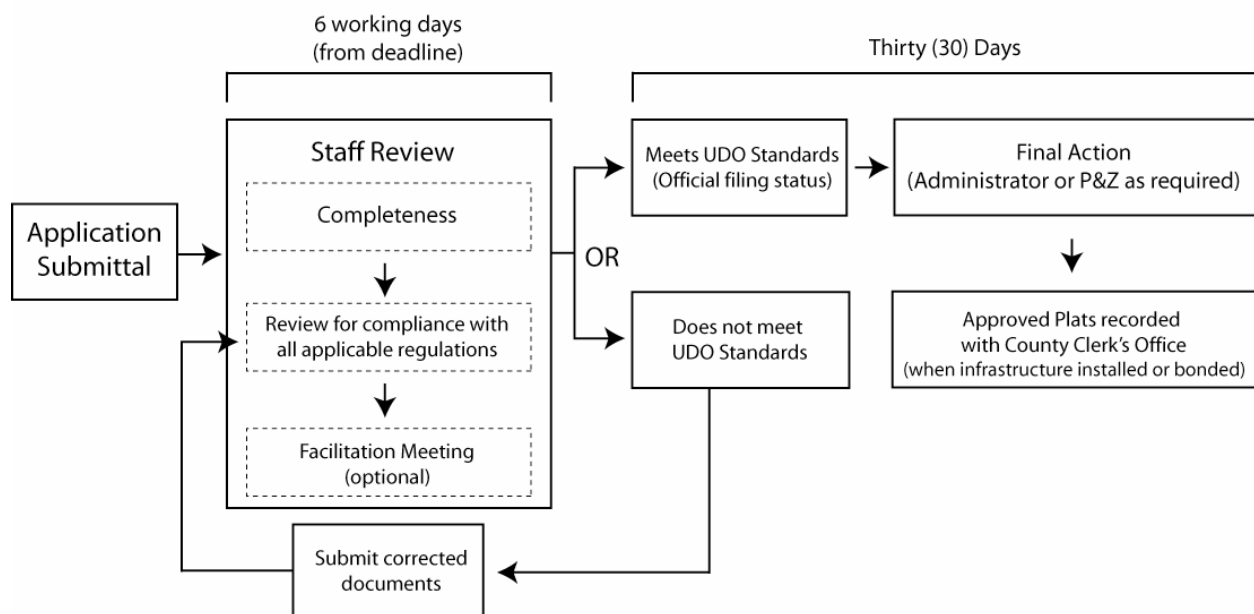
## Oversize Participation (OP)

An applicant may request oversize participation on any infrastructure if the City's Comprehensive Plan calls for infrastructure in excess of that required for the proposed development. In order to do so, impact studies covering the particular infrastructure and justifying the request for oversize participation must be submitted to Planning & Development Services. These studies must indicate what size infrastructure is necessary to serve the proposed development as shown on an approved Master Plan or Preliminary Plat. The applicant may request participation for the infrastructure required over and above the necessary infrastructure for that particular development. OP requests are reviewed by the Development Engineer, and the City Council will consider and take action on the request.

## Parkland Dedication

In order to ensure the timely development of neighborhood parks within the community, the City of College Station requires the dedication of parkland for residential development. These dedications are reviewed by the Parks and Recreation Board which has the authority to request a land dedication or fee in lieu of land, depending on the recreational needs of the park zone in which the development is to occur. This review must occur before Preliminary and Final Plats can be approved. Provisions for parkland dedication can be found in the Subdivision Regulations.

## Overview of Platting Process



\*Plats in the ETJ will also have concurrent Brazos County Review

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## Master Plan Review

A Master Plan that complies with the City's Comprehensive Plan is required for all subdivisions that are to be developed in more than one phase and containing more than 50 acres of land or more than 100 residential lots.

A Master Plan generally includes the proposed land uses, including street rights-of-way, any proposed zoning changes, proposed drainage development, and proposed public improvements, including, but not limited to, parks, schools, and public facilities.

After submission of a Master Plan application, the application will be reviewed by the planning and engineering staff for compliance with the UDO and Subdivision Regulations. Residential applications will also be reviewed by the Parks and Recreation Board for compliance with parkland dedication requirements. After all regulations have been met for the plan and the plan formally filed, the Planning & Zoning Commission must take action on the Plan within 30 days.

After approval by the Planning & Zoning Commission, the subdivided may proceed with the preparation of the Preliminary Plat.

Approved Master Plans are effective for 24 months after approval. A Plan may be extended in 12-month increments by the Planning & Zoning Commission; however, plats with an expired Master Plan require a current Master Plan be approved before approval of the plat can be granted.

## **Development Plat Review**

Development Plats for the City of College Station are regulated by Subchapter B, "Regulation of Property Development," Chapter 212 of the Texas Local Government Code. A Development Plat usually includes existing and proposed structures and improvements, easements, right-of-way, property that is intended to be dedicated to the public including parks, streets, sidewalks, alleys, and infrastructure and utilities.

After submission of a Development Plat application, the application will be reviewed by the planning and engineering staff for compliance with the UDO and Subdivision Regulations. The Parks and Recreation Board will also review the Development Plat for compliance with the parkland dedication requirements. After all regulations have been met for the plat, it will be considered formally filed and acted on by the Planning & Zoning Commission within 30 days.

The Planning & Zoning Commission will approve a Development Plat if it conforms to:

- The City's Comprehensive Plan;
- The City's current and future streets, sidewalks, alleys, parks (land dedication and development fees), playgrounds, and public utility facilities; and
- The extension of City utilities or roads, taking into account access to and extension of sewer and water mains and other public utilities.
- Chapter 212, Sec. 212.045, "Development Plat Required" of the Texas Local Government Code.

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### **Minor Plat & Amending Plat Review**

A Minor Plat is required when the subdivision has 4 lots or fewer and does not require easements or the extension of public facilities. An Amending Plat is required in order to fix errors or adjust lot lines on a previously approved plat. No new lots may be created by an Amending Plat.

A Minor or Amending Subdivision Plat will be approved provided that it conforms to all requirements of the UDO and Subdivision Regulations.

After submission of a Minor or Amending Plat application, the application will be reviewed by the planning and engineering staff for compliance with the UDO and Subdivision Regulations. After all regulations have been met for the plat and the plat formally filed, the planning and engineering staff may approve, approve with conditions, or forward the plat to the Planning & Zoning Commission within 15 days. The Planning & Zoning Commission has 30 days after the plat is officially forwarded to take action on the plat. The Planning & Zoning Commission has the authority to approve, approve with conditions, or deny a Minor or Amending Plat.

A report is also made to the Planning & Zoning Commission and City Council of all minor and amending plats approved by Staff.

## **Preliminary Plat Review**

A Preliminary Plat must comply with the approved Master Plan, if applicable, and must be approved prior to filing for Final Plat approval. A Final Plat may be filed without filing a preliminary plat if all the requirements of preliminary and final plat are complied with on the final plat. Any plat that requires a Preliminary Plat is not required to submit a Development Plat.

The Preliminary Plat generally includes the subdivision layout including lots, local streets, utility location and sizes, proposed parks or other public areas, topographic information, location of the 100-year floodplain, and the proposed phasing of the development.

After submission of a complete Preliminary Plat application, the application will be reviewed by the planning and engineering staff for compliance with the UDO and subdivision regulations. The Parks and Recreation Board will also review Preliminary Plats for compliance with the parkland dedication requirements. Once all regulations have been met, the application will be considered formally filed with the City and be forwarded to the Planning & Zoning Commission for final action.

An approved Preliminary Plat is effective for 24 months from the date of approval. Final Plats with an expired Preliminary Plat require a current Preliminary Plat be approved before approval of the Final Plat. The Planning & Zoning Commission may extend the approval of a Preliminary Plat for a one-time additional 12-month period. Each Final Plat of a phase on an approved Preliminary Plat will extend the expiration date of the Preliminary Plat one additional year from the date the Final Plat was approved by the City.

Approval of a Preliminary Plat does not constitute approval of the Final Plat.

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## Final Plat and Replat Review

An approved Final Plat serves to establish the City and County record of a legal lot or lots. This legal record is required in order to divide land and sell property. Final Plats are the last step in the platting process, and should comply with any previously approved Preliminary Plats or Master Plans that apply to the subject property. However, a Final Plat may be approved without a preliminary plat if all the requirements of preliminary and final plat are met on the final plat.

A Final Plat generally includes the location of lots, streets, public improvements, easements, parks or other public areas, and complete construction documents.

A Replat is used to further subdivide property that is already legally platted.

After a complete Final Plat application has been submitted, the planning and engineering staff will review the plat for compliance with the Preliminary Plat, UDO, and Subdivision Regulations. Once the application is in compliance with the City's regulations, it will be considered formally filed and forwarded to the Planning & Zoning Commission for final action within 30 days. Public hearings are required for Replats.

If approved by the Planning & Zoning Commission, the Final Plat is recorded in the Office of the County Clerk when all requirements and conditions have been met (p. 27). The construction documents, when duly signed by the Development Engineer, are authority to proceed with the construction of streets and utilities. Nothing in the procedure authorizes construction on private property.

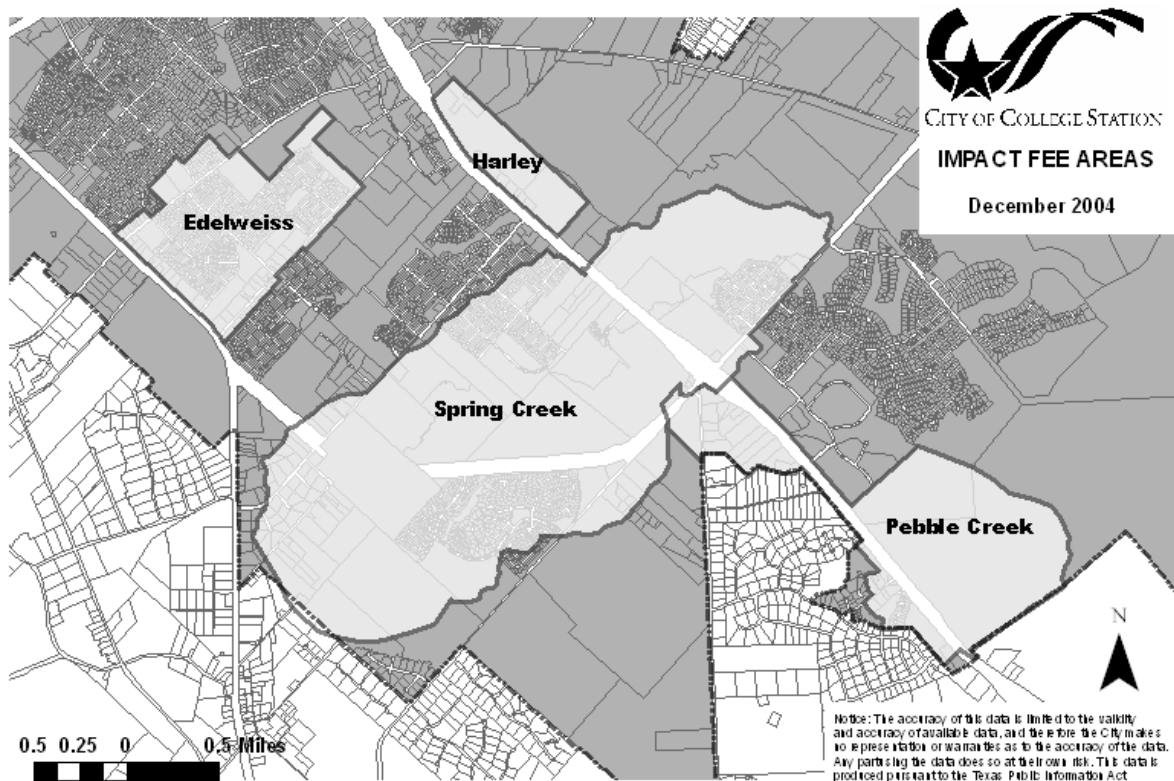


## Impact Fees

An impact fee is a fee for roadway, water or sanitary sewer facilities that is imposed on new development in order to fund or recoup the costs of capital improvements or facilities expansions. It is intended to assure the provision of adequate public facilities to serve new development in the City by requiring each development to pay its pro rata share of the costs of improvements necessitated by and attributable to the new development.

Impact fees do not include the dedication of rights-of-way or easements for the facilities, or the construction of the improvements. They also do not include pro rata charges or acreage charges for sanitary sewer and water lines, or funds deposited in escrow for the construction of roadway improvements. No application for new development can be approved within an impact fee area without assessment of an impact fee, and no permit can be issued unless the applicant has paid the fee. Impact fees for new development are collected prior to or at the time of final plat recordation. If development occurs or is proposed to occur without platting, impact fees are collected at the time the permit for connection to the water or sewer system is issued.

Impact fees are calculated by dividing the total cost of capital improvements in the service area by the total number of service units anticipated within the area. The number of service units is based on the land use assumptions for that service area. Land use assumptions and impact fees capital improvements plans are updated and recalculated at least once every three years.



## Frequently Asked Questions

### 1. How do I know if my property is currently platted?

Visit with the City of College Station Planning & Development Services Staff. They may be able to tell you if and when the property was platted and may be able to show you the actual plat. The City of College Station Mapping Application, available on the City website <[www.cstx.gov](http://www.cstx.gov)>, also displays platted property.

### 2. How do I know if my property needs platting?

The City of College Station Subdivision Regulations require that any division of property that occurred after 1970 must be done on a plat that is filed for record at the county courthouse. In short, if the lot lines have changed since 1970 or will be changing, it MUST be platted. If the property is not required to be final platted, a Development Plat must be completed.

### 3. How do I get a plat prepared?

You will need to enlist the services of a professional engineer or surveyor registered in the State of Texas to prepare the plat. If your tract of land is sizable, you may also need to engage the services of a planner to assist you in master planning your acreage. You can locate one of these professionals by contacting the Texas Society of Professional Engineers, the Texas Surveyor's Association, or the American Planning Association or by looking in the yellow pages.

### 4. What is a Master Plan?

A Master Plan shows all property being developed or any property contiguous to that property being developed that is under the same ownership. It is conceptual in nature, showing approximate locations and sizes of thoroughfares, parkland areas, and land uses. It also includes any proposed zoning changes that may be necessary.

### 5. When do I have to submit a Master Plan?

A Master Plan is required for developments that include more than 50 acres or 100 residential lots, and has more than one phase.

### 6. What is a Preliminary Plat?

A Preliminary Plat provides more detail than a Master Plan. A Preliminary Plat will provide specific lot and utility layout, as well as phasing. Once a Preliminary Plat is approved by the City, final plats may be submitted directly from this Preliminary Plat.

### 7. How long is my Preliminary Plat valid?

A Preliminary Plat is effective for only 24 months, but may be extended one time for 12 months upon written request and approval by the Planning and Zoning Commission. A Final Plat can extend a Preliminary Plat for one additional year.

### 8. What is a Final Plat?

A Final Plat is a document required for the creation of a legal lot of record which depicts lots, streets, public improvements, and easements for the platted property.